



Serve Delaware Full Commission Meeting

Thursday May 19, 2016

**Williams State Service Center, Dover DE
1:00p.m. – 4:00p.m.**

PURPOSE Full Commission Business Meeting	ATTENDEES Commissioners Present: Cystal Biles (ex officio), Nancy Chirdon Forster, John Danzeisen, Sara Funaiock, Kanani Hines, Sharon Morgan, Gary Pippin, Marguerite Prueitt, Margarita Rodriguez-Duffy, Rob Schroeder, Enid Wallace-Simms, Georgeanna Windley Proxy: Jeffrey Lank, Justina Pedante Commissioners Absent: Gerald Brady, Susan Keene Haberstroh, Bryan Shupe SOV Staff Present: Luz Vasquez-Guzman, Charles Harris, Tara Wiggins Guest: Rebecca Elzey, Delaware Community Foundation	NOTE TAKER Guadalupe Murphy
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BUSINESS MEETING – CALL TO ORDER

The business meeting was called to order at 1:07pm by Georgeanna Windley, Chair of the Commission.

PUBLIC COMMENT – None

ROLL CALL – DETERMINATION OF QUORUM

Six voting commissioners were in attendance by 1:00pm and there was a quorum.

MINUTES

Approval of Minutes from the March 17, 2016 Full Commission Meeting (Revised)

- Page three: confirm the following sentence and revise the minutes appropriately: *“At the JFC meeting Senator Bushweller spoke on behalf of the Modern Maturity Center and tried to show that the State Office of Volunteerism did not need all the funds that they are receiving.”*

Motion #1: Commissioner Danzeisen moved to approve the revised meeting minutes.

Second: Commissioner Pippin

Vote: Yes: Commissioners Forster, Danzeisen, Morgan, Pippin, Prueitt, Schroeder, Windley

No: None

All in Favor. Motion passed.

CHAIRMAN’S UPDATE

- Commissioner Windley reported that the Committee on Structure and Roles will meet with Governor Markell on Tuesday May 24, 2016. The Commission has also been requested to brief the Governor on the AmeriCorps Segal Award.
- The Commission’s Dropbox shared folder will be updated at least once a week according to requests from members of the Commission and SOV staff. Staff and Commissioners should use the Dropbox organizational chart as a guide when adding files to the shared folder.

COMMITTEE ON ROLES AND STRUCTURE

- Commissioner Forster reported that committee members will be attending a meeting with Governor Markell for Tuesday May 24, 2016 at 2:30pm.

PRESENTATION: DELAWARE COMMUNITY FOUNDATION

- Commissioner Windley introduced and welcomed Rebecca Elzey from the Delaware Community Foundation (DCF). Rebecca proposed the following:
 - The Commission may establish a charitable fund (DCF can serve as a 501(3)(c) for the Commission
 - Commission designees are the advisors for the funds
 - Protects the money in the fund from being used for other purposes within the State
 - Required financial reporting is done by the DCF
 - Online access to fund activity
 - Fund for CNCS Grant
 - Segregates CNCS grant from all other Commission and State money
 - Able to pay charitable mission-related expenses from the fund
 - Commission controls expenses paid from the grant money in the fund
 - Able to track expenses paid out of the grant for reporting
 - Able to distribute to the State Office of Volunteerism if needed
 - Endowment Fund for Commission
 - Enables tax-deductible donations to support the mission of the commission
 - Provides more options for charitable giving (e.g. online, appreciated assets, bequests)
 - The DCF provides tax receipts for donations
 - Balance is invested in combined portfolio for long-term growth

Executive Director/Senior Administrator Luz Vasquez-Guzman, asked if they have any experience managing federal funds. Rebecca answered they did not. Luz stated this would be great but only for donation funds, not grant monies. There was a brief discussion about additional pros and Cons. Commissioner John Danzeisen stated the Commission is not ready for something like this. No vote was taken. Commission thanked her for her presentation.

FINANCIAL REPORTS

- Commissioner Gary Pippin presented the 2016 Commission Support Grant Expenditure Report. Charles Harris, the AmeriCorps Program Director presented the 2015 Commission Support Grant no-cost extension expenses, the revised 2016 Commission Support Grant budget and the 2015-2016 AmeriCorps Formula Expenditure Report.

STATUS OF THE SOV BUDGET REQUEST FOR FY17-18

- The following SOV budgets were shared with the Commissioners for the state general funds that are used to support the Volunteer Delaware program and the Volunteer Delaware 50+ program.
 - \$543,000 – Volunteer Delaware 50+ program
 - Funds support staff salaries, fringes, health insurance costs, contractual costs, supplies, liability, and transportation costs)
 - \$102,000 – Volunteer Delaware program
 - Funds support staff salaries, fringes, health insurance costs, contractual costs, supplies, liability, and transportation costs)

CNCS UPDATE

Commissioner Crystal Biles reported that Briana Lawson has filled the vacant position within CNCS and will be attending the next Full Commission Meeting.

- CNCS held their Atlantic Cluster Conference that provided updates on what was going on with CNCS and announced that eGrants will no longer be used but that training will become available for the grantees on the new system.
- Competitive funding decisions have been made and that public announcements will be made
- Six VISTA summer associates will be serving with Summer Meals in Delaware within the Division of Libraries.

EXECUTIVE DIRECTOR'S REPORT AND STATUS OF STATE SERVICE PLAN

Executive Director Luz Vasquez-Guzman provided program updates on the successful Volunteer Delaware 50+ Recognition event in Sussex County, the upcoming Volunteer Delaware 50+ NCC Recognition Luncheon and the Youth's Volunteer Service Awards.

ADMINISTRATION AND FINANCE COMMITTEE

- Commissioner Lank is working on updating the Commission Roster and is requesting that the Commissioners confirm their information that is on the roster document in Dropbox. Additionally, a new Commissioner has been appointed, Councilmen Timothy Sheldon from District 9.

SENIOR PROGRAMS

- Commissioner Danzeisen wanted to recognize and thank DHSS Deputy Secretary Dr. Henry Smith for his support for the Volunteer Delaware 50+ Volunteer Recognition event. The
- Commission Chair Windley reported that members from the Commission met with Senator Bushweller to learn more about CNCS and the Volunteer Delaware 50+ program.

VOLUNTEER COMMITTEE

- Commission Vice-Chair Sara Funaiock reminded all the Commissioners that the Governor's Youth Volunteer Service Awards will follow the meeting. The awards will be at Polytech High School in Woodside.
- Committee is beginning to work on a strategy to increase the number of recipients of the Delaware Volunteer Credit for the 2016-2017 academic school year.
- The 15th anniversary of the upcoming 9/11 National Day of Service and Remembrance is coming up and the committee is working on creating memo for Mrs. Markell to ensure her involvement in the day of service.
- The next Delaware Volunteerism Committee meeting will be on June 13th at 10am at the Williams State Service Center & conference call. The Governor's Outstanding Volunteer Awards will be the topic on the agenda.
 - Commissioners were encouraged to take the initiative to advertise and support the awards through corporate sponsorships.

AMERICORPS

- Commission Vice-Chair Kanani Hines reported that the Delaware AmeriCorps program went from having one subgrantee to three subgrantees that will receive competitive funding.
- AmeriCorps Program Director Charles Harris presented information on prospecting new CNCS opportunities planning grant.

Motion #2: Commissioner Hines moved that the Commission take the recommendation of the Program Oversight Committee to fund #1, #5, #6, #7 on Exhibit A: *2016-17 AmeriCorps Funding Status and Recommendations* with the AmeriCorps formula funding.

Second: Commissioner Wallace-Simms

Vote: Yes: Commissioners Danzeisen, Funaiock, Hines, Morgan, Pippin, Prueitt, Rodriguez-Duffy, Wallace-Simms, Schroeder, Windley

No: None

Proxy: Commissioners Lank, Pedante

All in Favor. Motion passed.

STATE SERVICE PLAN

- Commissioner Danzeisen reported that the State Service Plan is ready to be rolled out. SOV is now adding images from the programs, once that is complete it will be ready for printing.

ADJOURN

Motion #3: Commissioner Schroeder moved that the Commission meeting be adjourned.

Second: Commissioner Morgan seconded the motion.

All in Favor. Motion passed.

Business Meeting was adjourned at 4:45pm.

Submitted by:

Margarita Rodriguez-Duffy, Commission Secretary